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Class Specifications
for the Class:

UTILITY WORKER

Duties Summary:

Performs heavy lifting and other strenuous tasks as a major assignment; performs janitorial, grounds keeping and simple building maintenance repair work; and performs other related duties as assigned.

Distinguishing Characteristics:

A position in this class is located within a unit which provides centralized support services to other organizational units within an agency or department. The work involves the performance of heavy lifting of furniture and equipment as a major work assignment; and operating a light truck to pick up and deliver supplies, equipment and tools and transport fellow workers. In addition, a position in this class may perform a variety of janitorial, grounds keeping and minor maintenance/repair work in situations where janitorial/custodial staff normally assigned to maintain the particular facility/school is insufficient, due to the extensive nature of clean-up, or the urgency of repair required resulting from events such as vandalism, fire, flood, storms and hurricanes. Such work tasks include: (1) cleaning places and equipment which are not easily accessible; (2) operating heavy-duty industrial cleaning equipment; and (3) performing simple building maintenance and repair work not calling for a trade skill.

Examples of Duties:

Performs heavy manual laboring tasks such as lifting, loading and moving furniture, equipment, tools, supplies and other materials; dismantles and assembles shelving, counters and bookcases and other types of furniture; operates a light truck to transport supplies, equipment and fellow workers; operates heavy duty cleaning equipment such as vacuum cleaners, scrubbing machines, floor polishers and high power sprayers; cleans buildings, offices, lavatories and other facilities using acid and solvent type cleaners; operates a power saw to cut and remove fallen branches and debris; makes minor maintenance repairs not requiring a trade skill such as boarding up broken windows and doors, securing loose boards, and tightening leaking faucets and

pipes; hangs and removes curtains and draperies; cleans gutters and flat roofs, windows, transoms, electrical fixtures and other places which are not easily accessible; cleans, mops, disinfects and services lavatories and restrooms; mops and waxes floors; arranges chairs, tables and other furniture for scheduled activities; may remove spots and stains from carpets or operates a shampoo machine to clean carpets; replaces toilet floats, faucets, fluorescent and standard light bulbs and fuses; makes simple repairs to doors, windows, jalousies, stairways, venetian blinds, chairs, sprinkler systems and other facilities and equipment; operates grounds maintenance equipment such as lawn mowers, power and hand clippers, and trimmers.

Knowledge and Abilities Required:

Knowledge of: Cleaning methods, materials and equipment; basic grounds maintenance practices; use of common hand tools.

Ability to: Understand and follow oral and written instructions; perform heavy lifting, moving or other manual work typical of the class; clean and make minor maintenance and repairs to buildings, grounds and other facilities; operate heavy industrial type cleaning equipment; operate hand and power equipment; operate a light truck; and deal tactfully with others.

This is the first specification for the new class UTILITY WORKER.

Effective Date: March 1, 1987

DATE APPROVED: May 31, 1988

ALFRED C. LARDIZABAL
Director of Personnel Services